

**Maryland Judiciary
Tuition Reimbursement Request Form
(For Educational Assistance Reimbursement)**

(PRINT OR TYPE)

Name: _____ SS #: _____

Home Address: _____

Work Phone: _____ Supervisor's Name & Phone #: _____

Agency/Court Location: (Please check and note location where employed)

☐ AOC ☐ JIS ☐ COA ☐ COSA ☐ CRA ☐ DCHQ

☐ District Court # _____ **Also check if Commissioner** ☐

☐ Circuit Court: _____ County/City _____

Undergraduate Course _____ Graduate Course _____ Non-Credit Course _____

<u>Course Number(s)</u>	<u>Corresponding Title(s)</u>	<u>Completion Date(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Expenditures: (must submit itemized account from school and show a paid balance for classes for which you are requesting reimbursement.)***Must include - original bills, copy of grade or transcript and copy of Approved Educational Assistance form. Incomplete requests will be returned.**

\$ _____ TOTAL REQUESTED (Up to allowable amount)

PCA: 00006	Project: 08	Object: 0832
------------	-------------	--------------

I certify that the information provided in this Tuition Reimbursement request is correct. I agree to the twelve-month service requirement included in the Policy on Educational Assistance. Should I fail to meet the service requirement, I agree to immediately refund to the State of Maryland Judiciary any reimbursements received for outside training.

Signature of Employee: _____ Date: _____

Signature of Immediate Supervisor: _____ Date: _____

Approval Human Resources: _____ Date: _____
Professional Development/Educational Assistance Manager

Grades for Undergraduate courses must be a C or better. Grades for Graduate courses must be a B or better for approval. A Certificate or Pass/Fail grade is accepted for non-credit course(s).

**Mail this form to:
Maryland Judiciary Education and Conference Center
HR -Professional Development Unit
2011-D Commerce Park Drive
Annapolis, MD 21401**

Instructions for submitting a request for Tuition Reimbursement

An original Maryland Judiciary Tuition Reimbursement Request Form (for Educational Assistance Reimbursement) **must be submitted within 30 days of completion of course.**

The entire form must be completed in its entirety.

The following documents must be attached to your request for reimbursement:

1. Copy of approved Application for Educational Assistance
1. Original bill(s) or an on-line printout from educational facility showing detailed expenses and show a zero balance.
2. Grade(s) for course(s).

Should you have any questions, or require further clarification, please contact the Professional Development Unit at 410-260-3601.